

Massachusetts Department of
Fire Services Fifth Annual
Weekend at the
National Fire Academy



September 15-17, 2006

Don't Delay!

Registration will be processed
on a
First Come First Serve Basis

Applications must be received
no later than
July 21, 2006

MASSACHUSETTS DEPARTMENT OF FIRE SERVICES STATE WEEKEND

Brian P. Duggan, Coordinator
Massachusetts Firefighting Academy
P.O. Box 1025
Stow, MA 01775
Registration: 978-567-3200

Massachusetts Department of Fire Services State Weekend

September 15-17, 2006

The Massachusetts Department of Fire Services will once again be going to the National Fire Academy for a weekend of intensive training. This year we check in from 1630 to 1830 on Friday, September 15th, 2006.

PLEASE NOTE THAT DUE TO HIEGHTENED SECURITY MEASURES, NO STUDENTS WILL BE ALLOWED ON CAMPUS PRIOR TO 16:00 AND CHECK IN WILL NOT START BEFORE 16:30. IT IS ESSENTIAL THAT YOU HAVE A VALID DRIVERS LICENSE FOR SECURITY PERSONNEL TO MATCH TO YOUR CLASS ROSTER. YOU SHOULD ALSO EXPECT THAT YOUR VEHICLE AND BAGAGE WILL BE SEARCHED. ANY CONTRABAND INCLUDING KNIVES AND ALCOHOL WILL BE CONFISCATED.

A welcome and orientation meeting will take place Friday evening and it is mandatory that all participants attend. Training will begin on Saturday morning and you will be dismissed from your classroom on Sunday afternoon September 17th.

The cost of the program this year is One hundred and fifteen dollars (\$115.00) and includes lodging for Friday and Saturday night, and all meals beginning with dinner Friday and ending with lunch on Sunday. Also included are a State Weekend apparel and memorabilia. Transportation to and from Emmitsburg is on your own. You are encouraged to work with other people in your area to travel together.

With the increased demand for this weekend, you are encouraged to send in your completed package as soon as possible. We have a limit on the number of students. You must pre-register for the weekend, as walk-ins are not allowed. Acceptance to programs will be done on a first come first come basis. To help you be sure that all documents are complete, a checklist is enclosed. Any student applications that are not complete will result in a delay in their application being processed.

The deadline for receiving completed applications is no later than 1700 hrs on July 21st, 2006. Only completed applications at that time will be reviewed for acceptance. Payment must be received with your application. It may be in the

form of a bank Check, Money Order, personal check, or Fire Department Purchase Order. Payment should be made out to the **Massachusetts Firefighting Academy Trust Fund.**

Mail To: **Registrar**
 Massachusetts Firefighting Academy
 P. O. Box 1025, State Road
 Stow, MA 01775-1025

If you need to cancel your participation in the Training Weekend, you should do so as soon as possible so we may allow someone else to utilize the spot. Unless cancellation is received 30 days prior to the event, the fee in whole or in part as outlined below (Department of Fire Services Policy) may not be returned unless we are able to fill the vacant spot. No shows at the National Fire Academy will result in the loss of the entire course fee.

Cancellation Policy:

Refund in Full	30 days prior to event
Refund less 10% Administrative cost	15 to 29 days prior to event
Refund less 25% Administrative cost	5 to 14 days prior to event
No Refund	0 to 4 days prior to event

You must complete the enclosed National Fire Academy Form, (FEMA Form 75-5A) as well as the Mass State Weekend Form. The standard MFA Application will not be accepted for this program.

Appropriate behavior and wearing proper attire is essential, learning from previous weekends, please review the following National Fire Academy Policies statements. Students will not be allowed to remain in class if they do not wear a collared shirt:

Class Attendance and Conduct: Students, instructors, and staff are expected to treat each other with respect at all times. Inappropriate behavior will not be tolerated and may result in removal from campus. Students must attend and participate in all class sessions and successfully complete the evaluation criteria to receive a certificate and stipend reimbursement.

Dress Code: It is each student's responsibility to use good judgment in selecting attire that projects a professional image and that is appropriate for both climate differences and classroom activities. NFA staff has the authority to make a determination that a student's attire may be inappropriate. Students whose attire is determined to be inappropriate will be required to change into more appropriate clothing before being allowed to continue class.

Acceptable Attire for Classroom Settings

- **Males:** Shirts with collars; slacks, nice jeans; departmental uniforms (no T-shirts); shoes and socks. Optional items include sweaters, sport coats, ties, etc.
- **Females:** Dresses; blouses with slacks or nice jeans, skirts, split skirts/skorts; departmental uniforms (no T-shirts); and shoes. Optional items include sweaters, blazers, etc.

REGISTRATION DEADLINE IS JULY 21st 2006

NAME: Last _____ First _____ MI _____

**Massachusetts Department of Fire Services State Weekend
Registration Form
September 15 - 17, 2006**

The following programs will be offered at State Weekend this year. Please select from the list below your top three choices. If you have only selected one and that program is full, then your application will not be accepted. Every effort will be made to accommodate your first requests, however, course placement cannot be guaranteed. All courses are a priority selection. **All applicants will receive a letter that will state whether or not they have been selected for the program(s) requested.**

Number	Code	Course Name
• 201	ADFR	Arson Detection for the First Responder
• 730	HSO	Health and Safety Officer (Revised)
• 627	JFIS II	Juvenile Firesetter Intervention Specialist II
• 803	LS I	Leadership I: Strategies for Personal Company
• 806	NIMS	NIMS--Incident Command System for the Fire Service
• 458	PICO	Preparation for Initial Company Operations
• 602	STF	Shaping the Future
• 455	STICO	Strategy and Tactics for Initial Company Operations

Course selections:

Course Selections: 1st choice _____

2nd choice _____

3rd choice _____

All students attending will receive Massachusetts State Weekend Apparel. Please indicate the shirt size you require by circling below. The size that you select cannot be exchanged.

Small Medium Large X-Large XX-Large XXX-Large

Signature _____

**Do Not Write In This Space
MFA Office Use Only**

Program Assigned: _____

Massachusetts Department of Fire Services State Weekend

Application Checklist

Please make sure that you have enclosed the following. Missing information will result in a delay in processing your application. If you have any questions, please do not hesitate to call the academy at 978-567-3200.

NATIONAL FIRE ACADEMY 75A SHORT APPLICATION FORM:

_____ Please check that this form is completely filled out as detailed below:

- Complete lines 1 thru 11
- Leave blank boxes 12A, 12B, 12C
- Complete lines 13 thru 19C
- **DO NOT COMPLETE ANYTHING BELOW LINE 20.**

_____ This form must be signed by you

_____ This form must be signed by your Fire Chief

Massachusetts State Weekend Registration Form:

_____ This form must be completed with your full name

_____ You must select three course choices

_____ You must indicate your shirt size

_____ This form must be signed by you

Form of Payment:

_____ Enclose a bank check, money order, Fire Department purchase order or personal check payable to the **Massachusetts Firefighting Academy Trust Fund.**

MASSACHUSETTS DEPARTMENT OF FIRE SERVICES

FIFTH ANNUAL STATE WEEKEND AT THE NATIONAL FIRE ACADEMY

COURSE DESCRIPTIONS

Arson Detection for the First Responder (ADFR)

<u>Objective:</u>	The student will be able to recognize the indicators of an intentionally set fire, preserve evidence, and report the information to the appropriate official; define clearly the role of the first responder; and understand that the first responder's role is not to determine the origin and cause of the fire, and that he/she is not responsible as an investigator.
<u>Description:</u>	This two-day course is designed specifically to provide a clear definition of the role of initial responder organizations, and to provide essential knowledge to enable them to recognize the potential of an intentionally set fire, preserve evidence, and properly report the information to appropriate officials. The training course includes the following basic topics: fire behavior, critical observations of the first responder, fire cause, scene security and evidence preservation, legal considerations, and reporting of findings.
<u>Class Size:</u>	40
<u>Length:</u>	13 hours
<u>Student Selection Criteria:</u>	
General Audience:	This training course is designed specifically for the firefighter who is inexperienced in arson detection and the preservation of evidence at the fire scene. It is not designed for the arson-experienced firefighter or investigator.
Selection Priority:	None

HEALTH AND SAFETY OFFICER (HSO) (Revised)

<u>Objective:</u>	The student will be able to identify and analyze health and safety aspects that affect emergency responder safety in emergency and non-emergency situations.
<u>Description:</u>	This course examines the Health and Safety Officer's role in identifying, evaluating, and implementing policies and procedures that affect health and safety aspects for emergency responders. Risk analysis, wellness issues, and other occupational safety issues will be the main emphases of this course.
<u>Class Size:</u>	40
<u>Length:</u>	18 hours, 30 minutes
<u>Student Selection Criteria:</u>	
General Audience:	Individuals who have department-level health and safety responsibilities. Persons attending this course should have a working knowledge of the Incident Command System (ICS) as taught by the National Fire Academy (NFA), applicable National Fire Protection Association (NFPA) and Occupational Safety and Health Administration (OSHA) requirements and recommendations, and authority to set policy for the department on such issues.
Selection Priority:	Management-level personnel responsible for health and safety planning and coordination at a decision-making, departmental level.

JUVENILE FIRESETTER INTERVENTION SPECIALIST II (JFIS II)

<u>Objective:</u>	The goal of the course is to provide the skills and tools necessary to become a Juvenile Firesetter Intervention Specialist II. The class will address the NFPA 1035 Juvenile Firesetter Intervention Specialist II including Identification and Intake, Coalition Building Support and Management, Budget and Funding, Development of a Juvenile Handbook, Resource Directory, Database, and Program Evaluation.
<u>Description:</u>	Students will be introduced to the NFPA 1034 Juvenile Firesetter Intervention Specialist II Professional Standard. The individual will learn to develop and coordinate a child firesetting intervention program and the activities of a Juvenile Firesetter Intervention Specialist. The course develops skills in interviewing and assessment, program development, implementation, and evaluation.
<u>Class Size:</u>	32
<u>Length:</u>	16 hours
<u>Student Selection Criteria:</u>	Individuals who have or will have responsibilities related to the management and/or coordination of a juvenile firesetting intervention program.

LEADERSHIP I: STRATEGIES FOR COMPANY SUCCESS (LS I)

(Decision-making, Problem-Solving, Running Meetings)

<u>Objective:</u>	To introduce the company officer to basic leadership skills and techniques needed to improve command and management effectiveness.
<u>Description:</u>	Designed to meet the needs of the company officer, this course provides the student with the basic skills and tools needed to perform effectively as a leader in the fire service environment. This <i>Leadership</i> course addresses techniques and approaches to problem-solving, identifying and assessing the needs of the company officer's subordinates, running meetings effectively in the fire service environment, and decision-making for the company officer.
<u>Class Size:</u>	40
<u>Length:</u>	12 hours
<u>Student Selection Criteria:</u>	
General Audience:	Fire company officers and unit commanders responsible for supervising personnel or managing programs or projects (NPQS #1021, Levels I-III).
Selection Priority:	<ol style="list-style-type: none">1. Line fire officers, unit commanders, or program supervisors (NPQS #1021, Levels I-III).2. Fire or rescue personnel due for promotion/appointment to officer rank or supervisory position within 6 months (NPQS #1001, Level III).3. Training officers, staff, or administrative officers of fire and rescue organizations (NPQS #1021, Levels III-VI).

NIMS--INCIDENT COMMAND SYSTEM FOR THE FIRE SERVICE (NIMS--ICS for the FS)

<u>Objective:</u>	This course is designed to develop an understanding of the Incident Command System (ICS) and its application in both emergency and non-emergency situations.
<u>Description:</u>	This course addresses the need for an ICS, an overview of the structure and flexibility of ICS, and an understanding of the command skills necessary to function effectively in an ICS structure.
<u>Class Size:</u>	25
<u>Length:</u>	14 hours
<u>Student Selection Criteria:</u>	All first responders with responsibilities to use, deploy, implement, and/or function within an ICS.

PREPARATION FOR INITIAL COMPANY OPERATIONS (PICO)

(Formerly *Managing Company Tactical Operations: Preparation*)

<u>Objective:</u>	To develop a better understanding of the role and responsibilities of a company officer in preparing the company for incident operations. In addition, to clarify the transition from firefighter to company officer and the new roles relating to leadership and safety.
<u>Description:</u>	This course is designed for company officers, acting company officers, or senior firefighters responsible for the management of a single fire company at an emergency incident, and those officers who are responsible for company readiness, personnel safety, and leadership as it relates to company operation.
<u>Class Size:</u>	25
<u>Length:</u>	14 hours
<u>Student Selection Criteria:</u>	Company officers, acting officers, or senior firefighters who command a fire company during emergency operations. Those officers who are responsible for maintaining skills and company readiness.

SHAPING THE FUTURE (STF)

Objective: The student will identify, quantify, and solve organizational problems and develop, communicate, and implement decision options.

Description: *Shaping the Future*, the first of two courses in the subject area of midlevel management, covers the skills and techniques midlevel managers will need to provide leadership and direction for their departments. The first module focuses on identifying opportunities and/or problems. Topics include environmental scanning, paradigm shifts, and methods for reframing problems accurately. The second module deals with group problem-solving techniques. The third module explains the need to quantify, justify, and communicate decisions so they will be implemented effectively. Managing change will be discussed in the final module. Topics include why people resist change, overcoming that resistance, and monitoring and evaluating the change before, during, and after its implementation.

Class Size: 40

Length: 12 hours

Student Selection Criteria

Primary Audience: Content must address the needs of these personnel. Individuals presently assigned to management positions who supervise first-line officers and administrative officers responsible for significant staff functions within the organization and who report directly to top management.

Secondary Audience: Content needs to reflect an awareness of these personnel even though their needs are not the central concern for this training. Individuals presently assigned to top-level management positions with limited opportunity for managerial development through formalized course work, and personnel who are upwardly mobile within their organizations and whose chiefs of department wish to prepare them for increased managerial responsibility.

It is understood that personnel at other organizational levels may benefit from attending this training. These personnel would be considered for enrollment when these courses are offered in the field. (NFPA 1021, Levels I-IV)

STRATEGY AND TACTICS FOR INITIAL COMPANY OPERATIONS (STICO)

Objective: The *Strategy and Tactics for Initial Company Operations* (formerly *Managing Company Tactical Operations: Tactics*) curriculum is designed to meet the needs of Company Officers responsible for managing the operations. The curriculum consists of three separate and independent courses: MCTO: Preparation; MCTO: Decision making; and STICO. STICO is designed to develop the management skills needed by Company Officers to accomplish assigned tactics at structure fires.

Description: Students completing this course will be able to explain the purpose and use of the Communications Model and the Quick Access Prefire Plan (QAP) in tactical operations at fire incidents; define the relationship between incident priorities, strategy, tactics, and implementation in the Command Sequence; select the appropriate strategic mode based upon consideration of risk/benefit and available resources; describe the six steps required to implement the Tactical Action Model and the factors on which apparatus placement is based; select appropriate ventilation tactics and develop a rescue action plan; select appropriate rescue tactics and develop a rescue action plan; identify and explain the actions required to support fire confinement and extinguishments activities; select and deploy the appropriate hoselines to accomplish fire confinement and extinguishments; describe the correct procedures for deployment of a hoseline from a standpipe system; identify tactical considerations for providing a water supply to meet incident needs; identify principles and tactics for establishing water supplies from municipal sources, static sources, and portable sources, for protecting exposures, for achieving salvage, and for achieving overhaul; identify the special construction factors of single-family dwelling involved in fire; demonstrate the ability to use the Communications Model; determine appropriate strategy, select correct tactics, and operate within an appropriate Incident Command System (ICS) organization at a fire in a single-family dwelling.

Class Size: 25 students

Length: 12 hours (Note: This does not include registration, breaks, or lunch.)

2006 State Weekend Program

Frequently Asked Questions

Dress Code:

It is each student's responsibility to use good judgment in selecting attire that projects a professional image and is appropriate for both climate differences and classroom activities. The staff at the National Fire Academy (NFA) has the authority to make a determination that a student's attire may be inappropriate. Students wearing attire that is determined to be inappropriate will be required to change into more appropriate clothing before being allowed to continue class.

Males: **Shirts with collars (no T-Shirts)**, slacks, nice jeans, including departmental uniforms, shoes, and socks.

Females: Dresses, blouses with slacks or nice jeans, skirts, including departmental uniforms, (no T-Shirts), and shoes.

Optional items include sweaters, sport coats, blazers, etc.

Professional Conduct:

Problems occasionally arise on the National Emergency Training Center (NETC) campus while students are in residence as part of the NFA's State Weekend Program. **Such problems in the past have included late night rowdiness, consumption of alcoholic beverages in the dormitories, discharge of fire extinguisher, etc. In every instance, this behavior is limited to a small group of students; however, the acts of a few reflect negatively on the specific State fire training program and the national fire service community as a whole. It should be clearly understood that conduct of this nature will not be tolerated and that based on past experience students will be asked to leave the weekend and if the behavior is extreme, they may be subject to federal charges.**

Each individual has the personal responsibility to exhibit professional conduct while on this campus. The designated representative of the State fire training agency has the responsibility and authority to monitor and, with campus security personnel, to take necessary action to correct the unprofessional conduct.

As a student, your assistance in this matter is appreciated. Should you encounter difficulties or disruptions, you are encouraged to notify the Campus Security Office (Building V) by dialing "911" or "O" on any campus phone.

Campus security has the authority to request the name(s) of any individuals or student who may be disruptive or discourteous. It is expected that an individual's name will be provided if requested. The security officer will then inform the State representative of the circumstances surrounding the incident.

In instances of alleged misconduct, the State representative and a USFA staff member will be responsible for determining all the facts related to the incident. Decisions regarding dismissal of the student will be made at the conclusion of the review. The final authority for dismissal rests with the senior USFA official on campus at the time. However, in instances where misconduct occurs outside class hours, the State representative has the authority to dismiss a student at any time. Student dismissal procedures and notification will follow the guidelines described in the NETC Information Handbook on the desk in your room.

Quiet hours in the dormitories begin at 11:00 p.m. Those that violate the campus quiet hours policy are subject to dismissal from campus as outlined in the conduct policy.

With regard to the State Weekend Program social, the State representative will abide by Maryland law concerning the service and consumption of alcohol. Persons under the age of 21 will not be served under any circumstances. Alcoholic beverages are not permitted in the dormitories at any time.

Messages:

The incoming campus telephone number is 301-447-1048 for messages. This number is operational 24 hours a day.

Recreation:

The campus has several areas available for student recreation:

- Student center with wide-screen color television, and card, billiard, and ping-pong tables.
- Command Post Pub, located in the Student center (Building B) serving snacks, beer and wine. The Pub is open Friday and Saturday from 4:00 p.m. to midnight.
- Athletic facilities (Building H) with exercise room and swimming pool.
- Athletic equipment is available for checkout in Building H. This includes tennis, softball, golf, basketball, and volleyball equipment.

Housing:

Rooms are assigned randomly once you are accepted into a course. Because of the random assignment of rooms, you may/may not be lodged in the same building as your classmates. Every effort is made to ensure that you have a single room. However, if the student count is high, you may be doubled with another student. **Please do not call to request a single room. Relatives and friends of NETC students cannot stay on campus. Campus accommodations are only for NETC students.**

Smoking Policy:

As of March 20, 2000, a change in the campus smoking policy was issued. The new policy was issued. The new policy change makes all buildings on campus smoke-free. The only exception to this policy is the Pub area.

**Late Cancellations and
No Shows:**

In an effort to admit the greatest possible number of students, the following policy to manage the persistent problem of late cancellations and no-show students was developed. If a student is unable to attend a course, he/she must notify the State Coordinator or the State Weekend Manager 30 days before the course start date, except in cases of emergency cancellation. A student who cancels within the 30 days of the course start date will be restricted from attendance. To remove the restriction, the student's supervisor must send a letter explaining the cancellation. A student who does not cancel attendance in writing will be denied admission for the next 24 months.

Personal Needs:

A convenience store is located on campus. It is located in the basement of Building D. It is open until 11:00 p.m. on Friday and Saturday nights and all day on Sunday.